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Official

Approved For Release 2005/08/23 : CIA-RDP89-00624R000110005-4

20 NOV 1984

MEMORANDUM FOR: Chief, Accounts Division, OF

FROM: [REDACTED]
Chief, Supply Division, OL

SUBJECT: Request for Establishment of Station Number
(CIC) and Financial Property Accounting (FPA)
Procedures [REDACTED]

1. We have been asked by the Office of Development and Engineering (ODE) to assist them in the establishment of a [REDACTED] Once established, this facility will be under the management and control of ODE. (S)

2. To facilitate the property control and record keeping, it is requested a [REDACTED] number in the 900 series be assigned to this facility as soon as possible. [REDACTED]

3. Once this facility is operational, a complete inventory will be conducted and all property and accountable records established in accordance with [REDACTED] Please direct any questions or requests for additional information to [REDACTED]

Distribution:

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- 1 - OL/SD/OSB Official
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OL/SD/OSB/[REDACTED] (20 Nov 84)

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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10 OCT 1984

MEMORANDUM FOR: Director of SIGINT Operations

FROM: Daniel C. King
Director of Logistics

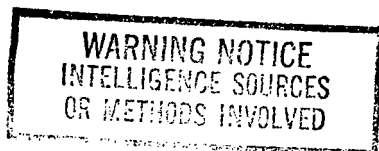
SUBJECT: OSO Accountable Property

25X1 1. I have reviewed the results of the recent physical inventory of Office of SIGINT Operations (OSO) property conducted by Messrs. [redacted] of this office. I am in full agreement with their recommendation that the remaining shortages from all HM accounts be dropped from accountable records.

2. I base my concurrence in this step on the following reasons: (1) an extraordinary amount of time and effort over the past several years has gone into the research of the missing items with little success; (2) several wall-to-wall inventories have failed to locate the missing items; (3) the conversion to your new Agency Standard Automated Property System is now complete; (4) further delays will negate the value of the recent wall-to-wall inventory; and (5) this writeoff will allow the newly assigned property control officer to start with a clean, accurate, and verifiable account.

3. This action will not only mitigate the ongoing problems that result from carrying property shortages on the records from year to year but will comply with the Audit Staff recommendation number one from your recent audit. This recommendation requested that you "Adjust property records based on the results of the inventory to be conducted by the OL team."

4. Recommendation number two of the recent audit also requested ".... an OL review of the property management aspects of the OSO logistics functions." An experienced officer from my Supply Division inspected your property records and discussed



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ALL PORTIONS CLASSIFIED SECRET



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SUBJECT: OSO Accountable Property

procedures with the Chief, Logistics Division, OSO. He reported to me that not only are your records and procedures in accordance with Agency regulations but are, in fact, managed with a high degree of professionalism. It appears to me that we have finally gotten a handle on the OSO property accountability problem, and I am comfortable that past errors will not be repeated.

5. Please let me know if my office can be of any further assistance in this matter.

15/
[Redacted Signature Box]

25X1

for Daniel C. King

Distribution:

- Orig - Addressee
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OL/SD/OSB/[Redacted] (9 Oct 84)

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